SAMPLE 1 - GENERAL LOCKOUT/TAGOUT PROCEDURE

Purpose

This procedure establishes the minimum requirements for lockout of energy sources that could cause injury to personnel. All employees shall comply with the procedure.

Responsibility

The responsibility for seeing that this procedure is followed is binding upon all employees. All employees shall be instructed in the safety significance of the lockout procedure by (designated individual). Each new or transferred affected employee shall be instructed by (designated individuals) in the purpose and use of the lockout procedure.

Preparation for Lockout

Employees authorized to perform lockout shall be certain as to which switch, valve, or other energy isolating devices apply to the equipment being locked out. More than one energy source (electrical, mechanical, or others) may be involved. Any questionable identification of sources shall be cleared by the employees with their supervisors. Before lockout commences, job authorization should be obtained.

Sequence of Lockout Procedure

1. Notify all affected employees that a lockout is required and the reason therefor.
2. If the equipment is operating, shut it down by the normal stopping procedure (such as: depress stop button, open toggle switch).
3. Operate the switch, valve, or other energy isolating devices so that the energy source(s) (electrical, mechanical, hydraulic, other) is disconnected or isolated from the equipment. Stored energy, such as that in capacitors, springs, elevated machine members, rotating fly wheels, hydraulic systems, and air, gas, steam or water pressure, must also be dissipated or restained by methods such as grounding, repositioning, blocking, bleeding down.
4. Lockout energy isolating devices with an assigned individual lock.
5. After ensuring that no personnel are exposed and as a check on having disconnected the energy sources, operate the push button or other normal operating controls to make certain the equipment will not operate. CAUTION: Return operating controls to neutral position after the test.
6. The equipment is now locked out.

Restoring Equipment to Service

1. When the job is complete and equipment is ready for testing or normal service, check the equipment area to see that no one is exposed.
2. When equipment is clear, remove all locks. The energy isolating devices may be operated to restore energy to equipment.

Procedure Involving More Than One Person

In the preceding steps, if more than one individual is required to lock out equipment, each shall place his/her own personal lock on the energy isolating device(s). One designated individual of a work crew or a supervisor, with the knowledge of the crew, may lock out equipment for the whole crew. In such cases, it may be the responsibility of the individual to carry out all steps of the lockout procedure and inform the crew when it is safe to work on the equipment. Additionally, the designated individual shall not remove a crew lock until it has been verified that all individuals are clear.

Rules for Using Lockout Procedure

All equipment shall be locked out to protect against accidental or inadvertent operation when such operation could cause injury to personnel. Do not attempt to operate any switch, valve, or other energy isolating device bearing a lock.

SAMPLE 2 - EQUIPMENT LOCKOUT/TAGOUT PROCEDURE

Equipment Number	Equipment Type	MCC	Row	Bucket	Department
0600 - 01	*Motor 1*	*019*	*B*	*01*	*Board Plant*

Equipment Name: *Belt Transfer On-Rolls Table No. 1*

MCC Location: *Old Boiler Room*

Potential Hazards:
- ☐ Electrical
- ☑ Pneumatic
- ☐ Mechanical
- ☑ Multiple Lockouts
- ☐ Hydraulic
- ☐ Chemical
- ☐ Combustables
- ☐ Confined Space

Methods of Neutralizing Energy:
- ☑ Relieve Pressure
- ☐ Block/Bleed
- ☑ Lockout/Tagout
- ☐ Disconnect Lines
- ☐ Set Fire Watch
- ☐ Confined Space Permit

Permits Required:
- ☐ Safe Work
- ☐ Hot Work
- ☐ Line Blanking
- ☐ Confined Space

Lockout Procedure:

1. Notify Production Supervisor and ALL affected personnel.
2. After completing Step 1, Shut down equipment, if running, as trained. If you are not sure how, contact your supervisor for instructions.
3. Lockout the equipment following the lockout procedure at the WET TRANSFER ON ROLLS cabinet local disconnect on the north wall. This equipment can also be locked out at MCC 19 ROW B bucket 01 in the OLD BOILER ROOM.

   Note: Turn off the MAIN Air supply on the North wall to right of the ON ROLL control cabinet and lock the cover. Then isolate both of the surge tanks under the crossover walkway. Close and tag the ball valves before each tank. Push and lock out Dump Valves numbers 4 and 5. LOCK OUT the CROSSBELT #1 at the Crossover walkway local disconnect.

   Test the equipment at the “WET END Control Panel” located on the North wall by pushing the “Green Board Transfer start” pushbutton. You can also test this equipment from the crossover pushbutton station at the WET Transfer station by pushing the START SYSTEM pushbuton.

4. After ALL previous steps have been completed, begin your work assignment.
5. After completion of the work, assure that your work area is clean, clear of ALL debris and that ALL guards are secured in place.
6. Notify the Production Supervisor and ALL affected personnel that the equipment is operational and that removal of the lock-outs will occur.
7. Remove ALL locks and tags following the Lock-Out I Tag-Out Program instructions.
8. Prior to start-up of the equipment, inspect the area to ensure that ALL employees, contractors and any other personnel are safely positioned.
9. When production is ready, verify that equipment is operating correctly.
10. Close out any applicable permit/s and return them to your supervisor.

* MCC means Motor Control Center

Review Date:
Revision Date:

SAMPLE 3 - EQUIPMENT LOCKOUT/TAGOUT PROCEDURE

Equipment Number	Equipment Type	MCC *	Row	Bucket	Department
0594 - 01	*Motor*	*019*	*B*	*03*	*Board Plant*

Equipment Name
Cutoff Knife Drive

MCC Location
Old Boiler Room

Potential Hazards:
- [x] Electrical
- [ ] Pneumatic
- [ ] Mechanical
- [x] Multiple Lockouts
- [ ] Hydraulic
- [ ] Chemical
- [ ] Combustables
- [ ] Confined Space

Methods of Neutralizing Energy:
- [ ] Relieve Pressure
- [ ] Block/Bleed
- [x] Lockout/Tagout
- [ ] Disconnect Lines
- [ ] Set Fire Watch
- [ ] Confined Space Permit

Permits Required:
- [ ] Safe Work
- [ ] Hot Work
- [ ] Line Blanking
- [ ] Confined Space

Lockout Procedure:

1. Notify Production Supervisor and ALL affected personnel.
2. After completing Step 1, if running, shut down the equipment as trained. If you are not sure how, SEE YOUR SUPERVISOR.
3. “Lock” and “Tag” the equipment out at the “Knife Drives Cabinet’’, located across from the knife on the north wall, following the lockout procedure. CAUTION! THE COMPLETE LIVE ROLL SECTION MUST ALSO BE LOCKED OUT. REFER TO THE SPECIFIC LOCKOUT PROCEDURES FOR THAT EQUIPMENT. Test the equipment at the Knife control panel.
4. After ALL the previous steps have been completed, begin your work assignment.
5. After the completion of the work assignment, assure that the work area is clean.
6. Notify the Production Supervisor and/or ALL affected personnel that the equipment is operational and that removal of lock ous will occur.
7. Remove ALL locks and tags following the lockout procedure.
8. When production is ready, verify that the equipment is operating correctly.
9. When Production is ready, verify that equipment is operating correctly.
10. Close out any applicable permit/s and return them to your supervisor.

* MCC means Motor Control Center

Review Date:
Revision Date: